



Clarke County Fire & EMS Commission
101 Chalmers Court, Suite B
Berryville, Virginia 22611
(540) 955-5132

AGENDA

March 8th, 2018

6:30pm

Clarke County Government Center – Meeting Room AB

1. Approval of Agenda
2. Public Comment
3. Approval of Minutes – February 8th, 2018
4. Committee Reports –
 - Standards
 - i. Discussion of Recommendations
 - Technology – No report prior to meeting
 - Budget/Preparation
 - i. Budget Update
5. Unfinished Business
 - Quarterly Report-Draft
6. Report from the Fire and Rescue Association
7. Report from the Director of Fire and EMS
8. New Business
 - Blue Ridge Staffing Request-BOS request for review & recommendation
 - Fire & Rescue Association Budget Letter – BOS request for review & recommendation
9. Adjourn

All meeting documents will be distributed at meeting. Next meeting is on April 12th, 2018 at 6:30pm in the Clarke County Government Center – Meeting Room AB



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MINUTES

February 8th, 2018

6:30pm

Clarke County Government Center – Meeting Room AB

Attendees: Matt Hoff, Chairman
Bryan Conrad
Van Armacost
Diane Harrison
Jacob White
Andrew Nicholson

Absent: David Weiss
Tony Roper

Staff: Brian Lichty
David Ash
Pam Hess

Chairman Hoff called the meeting to order at 6:32pm.

1. Ms. Harrison made a motion to approve the agenda. The motion was passed with all in favor.
2. Mr. Armacost pointed out the date noted on the January 11th, 2018 meeting minutes for the end of his Chairman term was incorrect. The actual end date is effective tonight February 8th, 2018 with Mr. Hoff's term starting. Mr. Armacost made a motion to approval the minutes from the January 11th, 2018 meeting with the correction made. The motion was passed with all in favor.
3. Committee Reports –
 - Standards – (see attached reports) No questions or comments.
 - i. Discussion of Recommendations – Mr. Lichty reminded everyone of the report submitted in December 2017 listing the five recommendations that the Standards Committee wanted input on. Start considering options and/or thoughts and will be discussed further in the upcoming months.



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- Technology – Mr. Conrad stated the meeting that was scheduled was cancelled therefore nothing to report at this time.
- Budget/Preparation – Mr. Lichty will be presenting to the Finance Committee all budget requests next week Thursday, February 15th, 2018. Mr. Conrad asked Mr. Lichty for more details in his request for adding two full time Career staff positions. Mr. Lichty explained that his request is to convert two part time positions into full time positions. Right now overtime costs and part time employee costs are skyrocketing. Due to the Clarke County personnel policy change effective July 1st, 2017 (PD-121101-05, Chapter 4, Section 4.3) concerning annual leave accrual and balances, the current five full time Career staff employees have extremely high balances and in order to get those balances down you have to back fill coverage for their days off with the part time staff. Unfortunately most of the part time staff is working over with their full time jobs not allowing for as much scheduled time here. Mr. Lichty further explained that he would like to change the current schedule of the full time staff from working every fourth day to every third day. This change would absorb one of the requested positions and the second would dramatically minimize the overtime and part time costs in turn giving more stability in the schedule. The part time staff can't be utilized to fill in unexpected gaps, such as someone calling in sick, due to their full time jobs. Mr. Conrad asked how this would affect the Fair Labor Standards Act (FLSA). Mr. Lichty explained that this is the second part of the issue. The staff is currently working an FLSA schedule but being paid as a forty hour employee incurring additional overtime costs. Ms. Harrison asked Mr. Lichty if he thought this would end up costing less or break even, and Mr. Lichty thinks this will cost less. This has been discussed with the full time staff and they are not necessarily for or against the change. Mr. Lichty also stated that we need to think to the near future of potential retirements of some of the full time staff. The decision was made the Ms. Harrison and Mr. Armacost will join Mr. Lichty for the presentation.
 - i. Funds use request-The EMS Committee was awarded an RSAF grant for the video laryngoscopes. The request is to “borrow” the money from the County to purchase the equipment, the individual stations would pay their portion back to the County directly and once the grant



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state match money was received it would be sent back to the County for reimbursement. They are asking to establish a process such as this when doing county wide projects in the future where the County acts as the administrator and the funding is replenished. Mr. Conrad made a motion to recommend to the Finance Committee to proceed with this request/process. The motion was passed with all in favor.

- ii. Incentive Program-Mr. Lichty will take the options to all the Chiefs/Stations for their input/preference then bring back to Commission for recommendation to the Board of Supervisors.
- iii. OMD Budget Request-Dr. Christopher Turnball, Clarke County's current Operational Medical Director (OMD), has requested a \$5000 stipend to be awarded annually and running concurrent with the County's fiscal year to help cover some of his expenses. This is a new budgetary request and fair monetary comparison to other jurisdictions. Mr. Conrad made a motion to support the request. The motion was passed with all in favor.

4. Unfinished Business – Mr. Lichty stated that the Blue Ridge staffing request sent to the Board of Supervisors (BOS) has been added to the work session agenda for next week. They will most likely look for a recommendation from the Commission. Are there any thoughts or questions that he can get answers for? Mr. White asked what is the current process for requesting career staff. Mr. Lichty stated that there isn't one right now. Mr. White and Chief Jason Burns said the process is noted in the written agreement for any staffing request to be submitted to the BOS. (Mr. Nicholson excused himself at 6:59 pm from the rest of the meeting due to a prior commitment) Chairman Hoff stated that the BOS will discuss and refer back to the Commission what they need. Mr. Ash asked to comment and Chairman Hoff allowed. Mr. Ash confirmed that this is on the BOS work session agenda for next week. Mr. Ash also commented that he is in receipt of a second letter from the Fire and Rescue Association for a different recommendation that he will be addressing with the BOS during the work session. Mr. Ash anticipates that the BOS will discuss everything and refer this back to the Commission for their thoughts/recommendations.



Clarke County Fire & EMS Commission

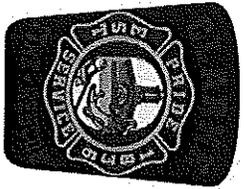
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5. Report from the Fire and Rescue Association-Mr. Lichty stated they discussed the RSAF grant and the potential of doing another combined grant request for a couple of other items.
6. Report from the Director of Fire and EMS-Mr. Lichty presented his report. (see attached) No questions or comments at this time.
 - Quarterly Report-Draft-passed around as well as included in packets
7. Public Comment-None
8. New Business
 - a. Agenda Change-Chairman Hoff and Ms. Harrison suggested to move the public comment portion of the meetings to the beginning to follow the same formatted order as other Clarke County meetings do. Ms. Harrison made a motion to move the public comment section after approval of agenda. The motion was passed with all in favor.
9. Adjourn – Ms. Harrison made a motion to adjourn. The motion was passed with all in favor at 7:15 pm.

Next meeting is on March 8th, 2018 at 6:30pm in the Clarke County Government Center – Meeting Room AB.



Division of Fire and Rescue Services
EMS Billing Report – All Stations
Year to Date 2017-2018

Month	Total Reports EMS	Billable Reports	Total Pct. Billable	Total Billed Month (Allowed)	Total Revenue Month (Net)	Revenue Percentage
January 2017	131	79	60.3%	\$41,062.94	\$31,724.33	77.3%
February 2017	122	82	67.2%	\$39,977.39	\$28,420.62	71.1%
March 2017	128	81	63.3%	\$45,605.96	\$31,531.63	69.1%
April 2017	123	75	61%	\$32,543.89	\$25,246.04	77.6%
May 2017	137	86	62.8%	\$46,858.97	\$36,264.20	77.4%
June 2017	173	91	52.6%	\$42,644.93	\$32,876.48	77.1%
July 2017	140	89	63.6%	\$47,407.53	\$35,644.59	75.2%
August 2017	128	69	53.9%	\$44,109.11	\$33,339.01	75.6%
September 2017	121	81	67%	\$34,244.55	\$27,269.63	79.6%
October 2017	159	85	53.5%	\$44,356.11	\$33,725.02	76.0%
November 2017	153	78	46.5%	\$41,626.46	\$33,645.60	80.8%
December 2017	143	88	61.5%	\$38,586.29	\$28,862.07	74.7%
January 2018	130	85	65.3%	\$50,509.67	\$39,690.94	78.6%
February 2018	127	76	59.8%	\$38,209.78	\$27,618.51	72.3%

Response Calls EMS – Number of calls that generated an EMS report-non duplicate

Revenue Percentage – Total Month Billed (Allowed)/Total Revenue Month (Net)

Total Reports EMS – Updated to match Response Review Report



**Division of Fire and Rescue Services
Response Review Report
Year to Date 2017-2018**

EMS - Month	Total Count	Total Fail Count	Total Pct.
July 2017	199	18	9.04%
August 2017	203	17	8.37%
September 2017	194	15	7.73%
October 2017	217	12	5.52%
November 2017	222	20	9.0%
December 2017	205	22	10.7%
January 2018	192	14	7.2%
February 2018	179	6	3.3%
March 2018			
April 2018			
May 2018			
June 2018			

Fire - Month	Total Count	Total Fail Count	Total Pct.
July 2017	82	2	2.4%
August 2017	73	6	8.21%
September 2017	60	0	0%
October 2017	58	4	6.89%
November 2017	81	1	1.23%
December 2017	74	7	9.45%
January 2018	80	9	11.25%
February 2018	50	4	8.0%
March 2018			
April 2018			
May 2018			
June 2018			

**This report reflects changes made by the Standards Sub-Committee*



County of Clarke, Virginia
Department of Fire, EMS and Emergency Management
Director Brian Lichty

DIRECTORS REPORT

Month-February 2018 (updated 2/26/2018)

Standard Reports

-Response Report – 272 Calls for Month, average of 8.5% “Failure”, see attached report for further information.

-Billing Report –January collections \$39,176.09

Updates-

-Career staff –

- Top 3 categories for Errors – This replaces the top 3 reason non-billable which remains the same.
 - Procedures
 - Narrative
 - Other
- Current SOGs being worked on;
 - EMS Billing Funds
- Upcoming SOGs
 - Special Events
 - Minimum Staffing

-Emergency Management

- Working with Grafton School on their new requirements from the Department of Education regarding Emergency Preparedness
- In 2017 LEMPG project is almost complete. The wifi extension to the social hall area at Enders is now complete just waiting on access point. The equipment for Blue Ridge will be ordered soon.
- We have begun the implementation of Crisis Track. This is a damage assessment tool used by the state and we will be working on training for the program in the first quarter of 2018-scheduled for 3/19
- The town of Berryville water project is now complete with the 1st Phase. The second phase of this project will begin the spring. This is the most critical phase because it is for the updates to the largest reservoir tank. **Update- There is a meeting**

scheduled for Friday the 16th to get updates on this, anticipated to start in first part of April.

- There is new program in the state for the development of plans such as EOPs, COOP, ect.

-Budget

- RSAF Grant for fall 2017 is complete laryngoscopes, this grant has been submitted as an 80/20 grant. It has made it past the Lord Fairfax EMS Council review process, did well. – Update – The BOS approved this, and each station signed the MOU's, Items have been ordered and are in except for a couple of small items that are on back order.
- All budget documents will current requests have been submitted into the Munis system. This includes all documents used by the sub-committee as presented. Update – The \$15,000 stipends, \$15,000 volunteer incentives, \$5,000 OMD request, 2 personnel all are currently in the budget.
- Although I am working on the formal request for the Town of Berryville I anticipate a decrease from last year's allotment. – Update – Notification from town is the amount is \$16,500 and I am working with the Town Manager to Present Fire & Rescue case on increasing this amount, met with him on Tuesday.
- Reminder emails have been sent to the chiefs to have receipts to receive your 4th quarter distributions for expenses associated with 4-for life and fire programs.

-Strategic Goals

1) Strategic Vision and Effective Leadership

- A review of the Dispatch procedures and ESN's will take place in 2018 this is in line with strategic plan. –update – had our first meeting and worked out a schedule, we hope to have this project completed in 6 months and will be starting with a review of ESN's
- The End of Year report is now posted.
- I attended the Virginia Fire-Rescue Conference last week – some legislative and VDFP updates;
 - New Executive Director of Fire Programs Michael Riley
 - Cancer presumption law – out
 - A bill still in process (anticipated to approved by end of week) to allow ATL funds to be used towards cancer prevention
 - There is a bill for FF's and EMTs to carry guns, this will more than likely be out, govern is not planned on signing if it goes through

- NFPA is working on new standard NFPA 3000 active shooter – anticipated to be out for comment in the spring
- NFPA is developing a new Drone standard
- New updated FFI & II to be online and broken into modules for testing
- Bill for firefighter finger printers is expected to pass and sign by Governor
- SB 554 – is on vested rights, allowing restrictive code requirements could be out, Governor will VETO is go through
- There is a bill for FF and EMS to have a patient signature before flying, this will only be for non-emergency scene transports as of now
- New records management system coming to VDFP
- I have sent the chiefs a request for membership types and information for a couple of different reasons-
 - Winchester Star is doing an article on the decline of volunteers in the area. - Out
 - We have several different numbers for members but none of them match. Examples, insurance, Image Trend, Beneficiary forms, Tax Forms. Trying to get these rosters all in line.
 - To define as to what each department considers on Operational and Associate member and what the requirements are for each department. This will help in efforts on Recruitment and Retention to standardize this information.
 - Also falls in line with what we are paying for insurance for each member type and numbers

2) Fire and EMS Operations

- Working on updating the Mutual Aid agreement with Jefferson County WV (last updated in '97) – Update – This is with WV personnel for review.
- The Chapter 32 EMS changes are not posted yet on Town Hall website
- Hose, ladder, pump & aerial testing complete with the following results.
 - Ladders – 521ft, all passed
 - Hose – 21970ft total tested, 725ft-failed,
 - Pump – 7 pumps tested (2 not tested-new), all passed, 5 overall good, 1-satisfactory, 1-excellent
 - Problems – 2 vacuum problems, 1-deteriated strainers
- Working with Chiefs to develop a standard for gas meters (a spec)
- I have worked up some recommendations for the Blue Ridge request and looking for the Commission on comment and review.

3) Recruitment and Retention

- Clarke County Schools has partnered with Lord Fairfax EMS Council in providing an EMS class for students. This is done as part of a regional program, and Clarke County will have 3-4 spots for this program. The classes will be held at LFEMS Council office, students will be bused to and from.
- I will be working on a quarterly report that each department will need to turn in that outlines information about their recruitment activities this report would include such items as; number new members, status of new members, types of new members, recruitment activities with success.

4) Resource Management

- The WC and AD&D insurance – Update – additional beneficiary information sheets still need to be turned in but have received more.
- A review of some procedures with the insurance company has propped the development of some SOGs that will be coming in the next couple of months.
- Boyce VFD had to make some temporary accommodations for the loss of several heating/AC units. I am currently working with them to determine if it falls within any possible insurance claims.

5) Health and Safety

- There is a new bill (SB670) that is working its way through General Assembly about firefighter mental health awareness training. It is currently in the House. This new bill addresses mandatory mental health training for FFs and EMTs. This is for mental health awareness level training

6) Employee Development

- A survey was sent out to all employees for comments on possible new schedule and any concerns related to the change.
- Will be having a staff meeting next week the 14th to go over some recent changes and possible staffing changes.

7) Community Outreach

- We have had 2 additional smoke detector installs as part of the Red Cross program in the past 30 days. Looking at doing another “smoke detector in the community” program in the spring.

Other remarks



STANDARDS SUBCOMMITTEE RESPONSE EVALUATION

Month: Jan-18

Total responses in question for month-	15
11 Minute-No response(True Fail)-	10
Delayed Response-	0
Overburden-	5
Removed-	0

Percent of total in question-	66.7%
Percent of total ALL CALLS-	4.4%

DEFINITIONS

11 Minute-No response -Prime requested unit did not respond within 11 minutes

Overburden -Multiple units for single incident from same Company requesteed; not

Total Responses for Month (all Companies)-	229
Total responses in question for month-	15
Percentage of Responses for Month-	6.6%

Blue Ridge Vol. Rescue	
Total Responses-	21
11 Minute-No Response-	1
Percentage of total responses-	4.8%
Overburden-	0

Blue Ridge Vol. Fire	
Total Responses-	7
11 Minute-No Response-	0
Percentage of total responses-	0.0%
Overburden-	0

Boyce Vol. Rescue	
Total Responses-	43
11 Minute-No Response-	5
Percentage of total responses-	11.6%
Overburden-	2

Boyce Vol. Fire	
Total Responses-	13
11 Minute-No Response-	4
Percentage of total responses-	30.8%
Overburden-	0

Enders Vol. Rescue	
Total Responses-	115
11 Minute-No Response-	0
Percentage of total responses-	0.0%
Overburden-	3

Enders Vol. Fire	
Total Responses-	30
11 Minute-No Response-	0
Percentage of total responses-	0.0%
Overburden-	0

OB	Overburdened	5
TU	True Failure	10
DR	Delayed Resp.	0
RE	Removed	0
TOTAL		15